



Natural Resources Conservation Service
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Transmitted via E-mail

MINNESOTA BULLETIN NO. 120-8-6

February 22, 2008

SUBJECT: ADS - VEHICLE MANAGEMENT – State Office Parking

Purpose. To provide new policy on parking in the visitor parking lot.

Expiration Date. September 30, 2009.

All employees who visit the state office will only be allowed to park in the visitor's lot for two hours provided space is available.

If you need parking for more than two hours, the following parking ramps/facilities are within walking distance of the office:

- MN Mutual Ramp – Enter from Jackson Street between 6th and 7th Street
- Galtier Plaza Ramp – Enter from 5th Street between Jackson and Sibley Streets

The Jackson Ramp is no longer available for daily parking.

Upon entering the building, you must sign in at the west lobby guard desk. You must provide them with your name; who you are visiting; the make and model of your vehicle; and the purpose of your visit.

State Office staff - please advise your visitors of this same information.

Contact Laurie Otte, Management Services Specialist, if you have any questions or concerns.

/s/

WILLIAM HUNT
State Conservationist

DIST: AE